

**Department of Defense (DoD)**  
**Civilian Personnel Management Service (CPMS)**  
**Field Advisory Services - *FAS***  
**Classification Appeal Decision**

<b>DoD Decision:</b>	(Title to be determined by Agency), <b>GS-0303-06</b>
<b>Initial classification:</b>	Support Agreement Coordinator, GS-0303-06
<b>Organization:</b>	Naval Hospital Fiscal Department
<b>Date:</b>	April 23, 1997

**BACKGROUND**

The Department of Defense (DoD), Civilian Personnel Management Service (CPMS) received a request for classification appeal from the appellant, a Support Agreement Coordinator, GS-303-06. The appellant's assigned position is located in the Fiscal Department of a Naval Hospital. The appeal is for upgrade to the GS-07 level.

**HISTORY**

The appellant initially requested an audit of her officially assigned position as a Support Agreement Coordinator, GS-303-06. The Human Resources Office (HRO) honored that request. The HRO's final conclusion was Support Agreement Coordinator, GS-303-06.

**SOURCES OF INFORMATION**

1. Request for appeal and documentation from appellant.

2. Telephone discussion with the HRO classifier of the Naval Air Station.
3. Supporting documentation from the HRO of the Naval Air Station.
4. Telephone interview with the appellant.
5. Telephone discussion with appellant's first line supervisor.

### **POSITION INFORMATION**

The appellant's position is that of a Support Agreement Coordinator, GS-303-06. The position is under the Director for Administration within the Fiscal Department of the Naval Hospital. The appellant and her first line supervisor attest to the accuracy of the PD. The Fiscal Department is responsible for administering and coordinating fiscal management for NHL through which the Commanding Officer via the Director for Administration, is provided with data essential for management control of operations. The Fiscal Department translates hospital program requirements into budgets and financial plans. Reviews, analyzes, and reports on performance progress against budgetary and reporting of money from the sale of goods and services. The Fiscal Department is responsible for the financial management of Public Works operations within NHL and funding requirements for official cost orders.

### **STANDARDS REFERENCED**

1. U.S. Office of Personnel Management (OPM) Standard for Grade Evaluation Guide for Clerical and Assistance Work, December 1996.
2. U.S. OPM Standard for Management and Program Analysis Series, GS-343, December, 1996.
3. U.S. OPM Standard for Management and Program Clerical and Assistance Series, May, 1993.

### **SERIES AND TITLE DETERMINATION**

The appellant contests her assigned series and title. She contends the duties she performs fall within the GS-343, Management and Program Analysis Series, or GS-344, Management and Program Clerical and Assistance Series, as opposed to the GS-303, Grade Evaluation Guide for Clerical and Assistance Work. The appellant's assigned position is assistant work for which no series exists. It involves knowledge of procedures in processing support agreements between NHL and outlying clinics. These procedures and practices are within the framework of established guidelines. This falls under the GS-303 occupational group. It does

not meet the definition of GS-343 as the appellant does not advise management on the evaluation of effectiveness of programs or operations. The position does not require her to possess a knowledge of agency programs and activities for assessing program development or execution and improving organizational effectiveness and efficiency. The position does not require that the appellant possess skill in application of fact-finding and investigative techniques, or the development of presentations and reports. The appellant's assigned position does not meet the definition of GS-344, as the position does not support management or program analysis to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs. The position does not require a practical knowledge of the purposes, methods and techniques of management analysis and/or program analysis and the structures, functions, processes and similar features of programs and organizations. **The GS-303 series is appropriate for this position. Use of the GS-303 series allows the agency to attach a title of its choosing.**

### **GRADE DETERMINATION**

The appellant contests the grade determination of her official position. She believes the duties currently being performed are at the GS-07 grade level. We applied the Grade Level Guide for Clerical and Assistance Work is to determine the grade level of this position by applying a three part format:

1. The definition of the grade level as spelled out in the law (5 U.S.C. 5104),
2. A description of the grade level concept in terms of a) Nature of Assignment, and b) Level of Responsibility, and
3. General work examples to illustrate each grade level.

### **THE LAW**

The appellant exercises considerable independence, and possesses a broad working knowledge of the support agreement process that exceeds the GS-05 grade level. Considerable training or other experience required by the appellant to perform these duties are knowledge of personal computer functions for inputting data related to support agreements. Her need for organization skills require her to format, process, and maintain support agreements, as their complexity varies with the need required. Communication skills are required to explain the support agreement process. Grade level GS-06 is not exceeded as the appellant is not required to have considerable specialized experience to perform the

duties to which she is officially assigned.

### **NATURE OF ASSIGNMENT**

**The nature of assignment includes the knowledge's required and to complexity of the work.**

The GS-05 grade level is exceeded as it involves unrelated steps, processes, and methods. The appellant is responsible for continuous processing of support agreements including front end preparations such as identifying services requested, determining source(s) for requested services, obtaining data from the sources, reviewing consolidated data for completeness, and determining the most appropriate support agreement. These processes are governed by direct application of established guidelines such as DoD and local guidelines. She processes, coordinates, and develops a variety of support agreements between NHL and outlying clinics. She assists functional specialists with the administrative process by attending meetings to record the demand or request for service from start to completion. Support agreements more commonly processed are inter/intra service support agreements (ISSA), Memorandum of Understanding (MOU), and Memorandum of Agreement (MOA).

Assignments address a single action, that of processing a demand or request for support that represents an agreement between activities or functions. The processing action is relatively clear cut except when the appellant must distinguish between the appropriate processing techniques to employ depending upon the nature of the demand or request for support. **This is an appropriate description of nature of assignment at the GS-06 grade level.**

Nature of assignments do not exceed the GS-06 grade level as the work consists of specialized duties in an area of a program or functional specialty as defined by management.

### **LEVEL OF RESPONSIBILITY**

**This factor includes such elements as supervisory controls, guidelines and contacts.**

The appellant's work is reviewed on the basis of results and recommendations produced with respect to soundness of conclusions and meeting overall objectives, which exceeds the GS-05 grade level. She keeps her supervisor apprised of work progress. The supervisor is available when the appellant encounters situations beyond her scope of responsibility. The appellant makes decisions on support agreement processing by interpreting and adapting guidelines for application to specific cases such as services provided in which the supplier, such as a civilian hospital, has its own set of standards.

The appellant meets with internal, external, management, and functional specialists to capture a record of their discussion of needs, to exchange information on the support agreement process, and to coordinate the effort and effect a support agreement suitable to the request. The appellant is an expert source of information in the area of support agreements processing. **This is an appropriate description of level of responsibility at the GS-06 grade level.** The level of responsibility does not exceed the GS-06 grade level as the appellant does not encounter a wide variety of problems that require choosing alternative responses. Guidelines used by the appellant, in the course of her duties, do not address operational characteristics commonly associated with specialized programs as defined by management.

**FINAL DETERMINATION: GS-303-06**

**TITLE: Agency Designated**